



TRUSTED MORTGAGE & PROTECTION ADVISORS

A D V I C E T H A T ' S S A F E A S H O U S E S

Tel: 01709 464 455 **Email:** info@trustedmpa.co.uk **Address:** Office 13, The Business Centre, Bow Bridge Close, Rotherham, S60 1BY.

Data Protection Privacy Terms & Disclosure

DATA PROTECTION OVERVIEW

The information you have provided is subject to the UK GDPR and Data Protection Act of 2018.

By signing the declaration on the final page of this document, you consent to us, or any company associated with us, providing you with our services and processing your personal data, both manually and by electronic means, for the sole purpose of providing financial advice, administration and management.

“Processing” includes obtaining, recording or holding information or data, transferring it to other companies associated with us, such as product providers, the FCA or any other statutory, governmental or regulatory body for legitimate purposes including, where relevant, to solicitors and/or other debt collection agencies for debt collection purposes and carrying out operations on the information or data.

To provide services to you we may be required to pass your personal information to parties located outside of the European Economic Area (EEA) in countries that do not have Data Protection Laws equivalent to those in the UK. Where this is the case we will take reasonable steps to ensure the privacy of your information.

The information provided may also contain sensitive personal data for the purposes of the Act, including information that relates to your physical or mental health or condition; the committing or alleged committing of any offence by you; any proceedings for an offence committed or alleged to have been committed by you, including the outcome or sentence in such proceedings.

If at any time, should you wish to withdraw consent, for us or any company associated with us, to processing your personal data or sensitive personal data, please contact The Data Protection Officer in writing at:

Trusted Mortgage & Protection Advisors Limited, Biz Space Centre, Unit 13, Bradmarsh Business Park, Rotherham, South Yorkshire, United Kingdom, S60 1BY

You may be assured that we and any company associated with us will treat all personal data and sensitive personal data as confidential and will not process it other than for a legitimate purpose associated with the service we will provide you. Steps will be taken to ensure that the information is accurate, kept up to date and not kept for longer than is necessary.

If we provide you with financial advice, your data will be kept in accordance with FCA regulatory expectations, which in some cases mean the duration could be indefinite.

Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.



Subject to certain exceptions, you are entitled to have access to your personal and sensitive personal data that is held by us. You will **not** be charged for us supplying you with such data.

We will respond to your request as soon as possible and within a time frame of one month.

DATA PROCESSING

1. Your data will be lawfully and fairly processed in a transparent manner.
2. Your data is collected on the grounds of explicit and legitimate purposes only.
3. We will only ask for your data when necessary, explain if data will be shared and how long it will be kept.
4. Your data will be accurate, kept up to date and erased, without delay, should your data no longer be required for processing purposes.
5. Your data will only be retained for as long as is necessary.
6. Your data will be secure.

RIGHTS OF THE CLIENT

1. The right to be informed.
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights to automate decision and profiling

These are also explained within our Data Protection & Security Policy, which can be provided to you if you require more detail.

RIGHTS TO COMPLAIN

If you are not satisfied with how we handle your personal data, in the first instance, please contact the Data Protection Officer. Should, you remain dissatisfied, then you may contact the Information Commissioners Office at the following address:



TRUSTED MORTGAGE & PROTECTION ADVISORS

A D V I C E T H A T ' S S A F E A S H O U S E S

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF

Tel No: 0303 123 1113

Website: <https://ico.org.uk/concerns/>

MARKETING PREFERENCES

Occasionally, we may send you marketing/promotional communications via email, telephone, SMS or the post. Recipients will be carefully selected, and information will only be sent where we feel it to be appropriate.

Your consent to such communications is required. Please indicate in the tick boxes below, whether you grant consent and, if so, the form(s) of communication you wish to receive.

I consent to receiving Marketing/Promotional communications by:

Email SMS/Text Message Post Phone

I do NOT consent to receiving Marketing/Promotional communications

I hereby give consent to Trusted Mortgage & Protection Advisors Limited, an appointed representative of TMG Direct Limited, for my personal data, to be processed in accordance with the UK GDPR and Data Protection Act of 2018 and in relation to the purposes described in Section 1 of this document.

In joint cases where one partner is not available, Trusted Mortgage & Protection Advisors Limited, an appointed representative of TMG Direct Limited will assume consent has been provided by the connected data subject signing this declaration. A copy of this Privacy Terms and Disclosure document will be sent to the absent party.

Signature for Applicant 1:

Date:

Signature for Applicant 2:

Date: